

# RECORDS RETENTION SCHEDULE

## LG8

### Board of Canvassers Records

September 1994  
(Reissued June 1999)  
(Reissued May 2004)

Office of the Secretary of State  
Rhode Island State Archives & Public Records Administration  
Rhode Island Local Government Records Program  
337 Westminister Street  
Providence, Rhode Island 02903

# Records Retention Schedule LG8

## Board of Canvassers Records

This Records Retention Schedule has been developed by the Rhode Island Local Government Records Program of the State Archives in an effort to assist government officials in the proper management of public records.

The schedule consists of thirty-nine (39) separate sets of records, or series, recognized as those records generated by boards of canvassers. Included in each entry is a series number, records series title and description, and a retention period. For example,

<u>Series No.</u>	<u>Series Title &amp; Description</u>	<u>Retention Period</u>
<b>LG8.2.1</b>	<b>Declarations</b> Declarations for candidacy for party primaries and independent candidates. Includes name and identifying information of candidates declaring for office.	<b>Retain twenty-six (26) calendar months from date of filing.</b>

The retention periods set forth in this document are minimum periods and are the result of analysis on the part of the State Archives concerning the legal, fiscal, administrative, and historical value of the records. Because many retention periods are based on state and federal statute and regulation, updates to this schedule may be issued to incorporate any changes.

Proper procedures for the destruction of public records must be adhered to. Records that are eligible for destruction can only be legally destroyed with an approved "Certificate of Records Destruction" (§38-1-10, §38-3-6 (j), and §42-8.1-10). A Certification of Records Destruction form and instructions are included with this schedule. State Archives staff members are always available to answer questions you might have regarding any records issues.

**Local government officials should also consult with the municipal solicitor to determine if any records eligible for destruction may be involved in current or pending litigation or request under the Access to Public Records Act (RIGL §38-2).**

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State of Rhode Island and Providence Plantations  
Rhode Island State Archives & Public Records Administration

**CERTIFICATION OF RECORDS DESTRUCTION**

1. Department			
2. Division		3. Date	
In accordance with the Authority granted by Title 38 of the Rhode Island General Laws these records have met the legal retention requirements and are eligible for destruction.			
4. Record Series Number (from schedule)	5. Record Series Title	6. Dates to/from	7. Volume
8. I certify that I have reviewed the above listed records and authorize their destruction.  Dept. Head or Records Custodian _____  State Archivist _____ & Public Records Administrator _____			

Signed and executed Certificate is a permanent record. (§42-8.1-10)

## Certification of Records Destruction

Instructions for completing the form. Numbers below correspond with blocks on the Certification of Records Destruction form, a copy of which is provided on the previous page. The form may be reproduced.

1. Department - means any state or local government entity. Include the name of your city or town.
2. Division - means any sub-unit of any department.
3. Date - the date your department prepared the form.
4. Record Series Number - enter the exact series number. Each series listed on retention schedules has a unique identifying number. Series numbers are preceded by the letters LG on municipal schedules and on General Schedules by the letters GS.
5. Record Series Title - enter the exact record series title, as listed on the retention schedule. Each series title should correspond to the one cited in the schedule. If your department uses different titles than those found in the schedules, you may want to add the local title in square brackets [ ] under each entry on the form.  
**Note:** Using the precise record series number and title will expedite the approval process.
6. Dates to/from - enter the earliest and latest dates covered by the records proposed for destruction. In most cases just the year will suffice.  
**Note:** For purposes of calculating retention, do not count the year in which the records were created. If the retention period of a particular series is qualified by wording such as "audit plus one year" or "three years after expiration," the date of the completed audit or the year of expiration needs to be also noted.
7. Volume - enter the volume of records to be destroyed. Volume is most easily measured by the number of inches or linear feet of records, although cubic foot measurements give a more accurate figure. A table of volumes and a cubic foot equivalency formula are provided below.
8. Department Head or Records Custodian - signature of the local official authorized to request records destruction.

Send the completed form to the Rhode Island State Archives. The Certificate will be reviewed, countersigned by the State Archivist/Public Records Administrator, and then returned. Upon receipt the records may legally be destroyed. The signed and executed Certification of Records Destruction must be retained as a permanent record under RIGL §42-8.1-10.

### Table of Volumes

standard records storage box (15" x 12" x 10")	1.2 cubic foot
letter size file drawer	1.5 cubic feet
legal size file drawer	2 cubic feet
lateral file drawer	2.5 cubic feet

### Cubic Foot Equivalency Formula

$$\frac{L \times W \times H \text{ (inches)}}{1728} = \text{cubic feet/unit}$$

## **Board of Canvassers**

Record Series No.	Record Series Title and Description	Retention
<b>LG8.1</b>	<b>Registration</b>	
<b>LG8.1.1</b>	<b>Voter Registration Cards</b> Original and duplicate voter registration record. Includes name, address, place and date of birth, party affiliation, naturalization data, voting record, and adjustments pertaining to name, address, or affiliation changes.  <b>Note: Federal legislation PL 103-31 took effect January 1, 1995. This bill mandates a minimum eight (8) year retention period for voter registration records.</b>	
	(a) <b>Original</b> Arranged by voting district and either by street or alphabetical order.	Retain as long as voter is active, then eight (8) years.
	(b) <b>File Copy</b> Arranged for entire municipality in alphabetical order (office record).	Retain as long as voter is active, then purge with original.
	(c) <b>Verification Record</b> Original and file copies of newly registered voters requiring data confirmation.	Retain eight (8) years or until voter placed on active registration list at next election.
	(d) <b>Voter Removals</b> Registration removal record.	Retain eight (8) years after removal.
	(e) <b>Cancellation Receipts</b> File copy forwarding receipts of voters now registered in other municipalities.	Retain eight (8) years from date of forwarding.
	(f) <b>Out of Town Registrations</b> Registration records forwarded by other cities or towns of voters now living in municipality.	Maintain separate until next election. Thereafter, retain as original and file copy.

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Record Series No.	Record Series Title and Description	Retention
	(g) <b>Foreign Absentee Registrations</b> (original and file copy) Municipal voters living outside the country who are registered to vote only in federal elections. May include affidavit verifying same.	Maintain separate from active municipal voting registrations. Retain as long as voter is active and living outside the United States, then eight (8) years.
LG8.1.2	<b>Party Affiliation Cards</b> Voter party affiliation preference. Includes name, address, party preference, and signature.	Retain as long as voter is active, then purge with related registration record LG8.1.1.
LG8.1.3	<b>Disaffiliation Affidavits</b> Voter change of party preference. Verification of name, address, previous party preference, and signature.	Retain as long as voter is active, then purge with related registration record LG8.1.1.
LG8.1.4	<b>Address Change Forms</b> Residence changes. Includes declaration of address change and confirmation of former and new voting district, ward, and polling place.	Retain four (4) years.
LG8.1.5	<b>Voter Residency Certificates</b> Municipal certificate verification of voter residency. May include name and address or other identifying information pertaining to a particular active voter seeking confirmation.	Retain one (1) year.
LG8.2	<b>Candidates</b>	
LG8.2.1	<b>Declarations</b> Declarations for candidacy for party primaries and independent candidates. Includes name and identifying information of candidates declaring for office.	Retain twenty-six (26) calendar months from date of filing.

## **Board of Canvassers**

Record Series No.	Record Series Title and Description	Retention
<b>LG8.2.2</b>	<b>Endorsements</b> Filings of endorsement by state committees, district committees, and ward, city and town committees of candidates to be voted for by state at large or by congressional district.	Retain twenty-six (26) calendar months from date of filing.
<b>LG8.2.3</b>	<b>Nomination Papers</b> Party and independent nomination papers for candidates to be voted for by state at large, congressional district, ward, city or town elections.	Retain twenty-six (26) calendar months from date of filing.
<b>LG8.2.4</b>	<b>Nomination Objections</b> Objections to party and independent nomination papers for state or local offices.	Retain twenty-six (26) calendar months from date of filing.
<b>LG8.2.5</b>	<b>Candidates Lists</b> Lists of party candidates for city and town elections filed by town, ward, or city committees. Data includes: name and address of candidate, order in which they will appear on the ballot, office sought, and term of office.	Retain four (4) years.
<b>LG8.2.6</b>	<b>Candidate Withdrawals</b> Certificates of withdrawal from primary nominations and independent candidates for state and local offices. Includes candidate statement concerning reason for withdrawal.	Retain twenty-six (26) calendar months from date of filing.
<b>LG8.2.7</b>	<b>Certificates of Nomination</b> Certificate of candidate nomination. Includes name and address of candidate, office sought, date of nomination, and board of canvass and registration verification.	Retain four (4) years.
<b>LG8.2.8</b>	<b>Certificates of Election</b> Copies of election certificates presented to candidates upon verification of election.	Retain four (4) years.

## **Board of Canvassers**

Record Series No.	Record Series Title and Description	Retention
<b>LG8.3</b>	<b>Elections</b>	
<b>LG8.3.1</b>	<b>Election Documents Files</b> Various election records arranged by election or primary. Documents may include master tally sheets, lists of polling places, sample ballots, State Board of Elections receipt of returns, election returns, poll workers lists, election officials certificates, returned ballot certificates, voting machine returns, emergency and mail ballot applications and lists, lists of candidates, newspaper notices, notices of recount, copy of certificates of election, election inspectors lists, unofficial tallies, correspondence and notices to/from State Board of Elections, Office of the Secretary of State, Board of Canvassers, and other affidavits, lists, or certificates pertaining to a particular election or primary.  <b>Note: The documents listed above may or may not be filed as separate series. If filed separately, refer to other series and retention periods listed herein.</b>	Retain four (4) years.
<b>LG8.3.2</b>	<b>Challenge Lists</b> Name and address of all persons who are determined to be ineligible to vote in the ensuing election, at any time after the registration binders have been locked, sealed, and certified to serve as the official voting list. Such lists shall also include all persons who have been furnished mail ballots.	Retain until next primary or election.
<b>LG8.3.3</b>	<b>Final Voting Lists</b> Final canvass certification list of voters deemed eligible to vote preceding an election or primary.	Retain until next primary or election.
<b>LG8.3.4</b>	<b>Committee Lists</b> Lists of officers and members of all city, town, and district committees organized for the purpose of nominating and endorsing party candidates, electing ward committees.	Retain four (4) years.



## **Board of Canvassers**

Record Series No.	Record Series Title and Description	Retention
<b>LG8.3.5</b>	<p><b>Affidavits</b> Affidavit confirmation of voters requiring or requesting action or special accommodation during a given election or primary. Affidavits may include the following:</p> <p><b>(a) Right to Vote Challenge</b> Affidavit confirming voter party affiliation during a primary when such affiliation has been challenged by a primary official.</p> <p><b>(b) Voter Identity Challenge</b> Identity certification confirming name, signature, of voter whose registration records have been designated as inactive.</p> <p><b>(c) Voter Omission Challenge</b> Challenge by voter whose name has been stricken from any voting list.</p> <p><b>(d) Voter Requiring Assistance</b> Name, address, signature, assistant, and application number of voter in need of assistance to vote due to blindness, illiteracy, or incapacitation.</p> <p><b>(e) Voter Signing with a Mark</b> Verification of name, address, town, city, of voter unable to sign ballot. Affidavit signed by warden and party supervisors.</p> <p><b>(f) Obtaining Signatures</b> Oath of presence confirmation of persons obtaining signatures for the purpose of endorsing nomination papers.</p>	Retain four (4) years.
<b>LG8.3.6</b>	<p><b>Ballot Applications (Poll Lists)</b> Numbered verification slips completed at the time of voting certifying date of ballot, ballot type (primary, general election, special election), town/city name, statement of voter as to being registered, and voter signature and address.</p>	Retain four (4) years.

## **Board of Canvassers**

Record Series No.	Record Series Title and Description	Retention
<b>LG8.3.7</b>	<b>Primary/Election Returns</b> Consists of individual machine numbers, polling place designation, date of election, total votes registered by machine, candidate, referenda, or question as well as signatures of election inspectors, wardens, clerks.	Retain four (4) years.
<b>LG8.3.8</b>	<b>Recount Petitions</b> Candidate requests for recount of individual machine or paper ballot tallies. Includes candidate's reason for request.	Retain twenty-six (26) calendar months from date of request.
<b>LG8.3.9</b>	<b>Mail Ballot/Emergency Mail Ballot Applications and Lists</b> Applications for mail ballots and emergency mail ballots, copies of application certifications, and certified lists of mail ballots and emergency mail ballots. May be accompanied by affidavits or medical certificates identifying patient, type of medical condition, date of examination, and signature of attending physician. Applications may include:  (a) <b>Applications by members of the Armed Forces in Active Service</b> Includes name, Rhode Island address, military address, length of time assigned to duty station, and signature of military commander and applicant verifying same.  (b) <b>Applications by Temporarily Disabled or Incapacitated Voters</b> Includes name, address, town, date of election requested, and signature of voter. Accompanied by medical certification.  (c) <b>Applications by Foreign Absentee</b> Includes name, Rhode Island address, place of birth, date of birth, present address, and signature of witness of voters living abroad who are restricted to vote only for federal officers.	Retain until the first day of September in the second year after the lists were received.

## **Board of Canvassers**

Record Series No.	Record Series Title and Description	Retention
<b>LG8.3.9</b> <b>(Continued)</b>	<b>(d) Applications by Serviceman's Dependent Voter</b> Qualified voters (spouse, children) of members of the armed forces in active service who are absent from the state. Consists of affidavit verifying voter authenticity and qualification.	
<b>LG8.3.10</b>	<b>Automatic Mail Ballot Record</b> Applications, affidavits and other related certifications confirming name, address, city, town, of voters requiring automatic mail ballots because of being a shut-in voter or a Peace Corps. volunteer. May include medical certificates verifying voter disability or incapacitation.	Retain as long as voter is active or status remains unchanged. Retain five (5) years thereafter.
<b>LG8.3.11</b>	<b>Ballots</b> Municipal ballots for voters for candidates, referenda, and questions at local elections. May include paper ballots, mail ballots, optical scan ballots or irregular ballots.	Retain twenty-two (22) months from date of election
<b>LG8.4</b>	<b>Administration</b>	
	<b>General Office Administrative Records</b> <b>Fiscal Records</b> <b>Reference Records</b>	<b>See Records Retention Schedule # 1</b>
	<b>Personnel Records</b> <b>Payroll Records</b>	<b>See Records Retention Schedule # 2</b>
<b>LG8.4.1</b>	<b>CVR Reports</b> Alphabetical print-out of names added to and deleted from current municipal voting list. Supplied to the Central Voter Registry (CVR). Data includes voter identification number, name, address, date of birth, process date, and reason for removal.	

## **Board of Canvassers**

Record Series No.	Record Series Title and Description	Retention
	(a) <b>Weekly Reports</b> Weekly compilation of all new voter registrations, address changes, and removals.	Retain one (1) year.
	(b) <b>Monthly Reports</b> Compilation of all new voter registrations placed on the active voting list for the previous month.	Retain one (1) year.
	(c) <b>Annual Report of 5-year Removals</b> Compilation of all voter registrations removed from the active voting list that has met the 5-year requirement due to inactivity or death.	Retain four (4) years.
LG8.4.2	<b>Death Notices</b> Monthly record of deceased persons forwarded by the office of the municipal registrar of births, marriages, and deaths. Used for removals from the voter registration lists.	Retain one (1) year.
LG8.4.3	<b>Voting Books</b> Record of votes cast for candidates, referendum questions, bonds, etc. Includes individual machine tallies and totals of votes cast. May include actual machine ballots. Signed by the warden and clerk.	Permanent.
LG8.4.4	<b>Election Books</b> Record of elections occurring within each municipality. Includes type of election, name of candidates, offices sought, votes by district, number of mail ballots.	Permanent.
LG8.4.5	<b>Minute Books</b> Minutes of Board of Canvassers meetings including agendas.	Permanent.

## **Board of Canvassers**

Record Series No.	Record Series Title and Description	Retention
<b>LG8.4.6</b>	<b>Certificates of Records Destruction</b> Certification of Records Destruction forms (PRA 003) signed by authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable schedules. (RIGL § 38-1-10, § 38-3-6, and § 42-8.1-10.)	Permanent.
<b>LG8.4.7</b>	<b>Voting District Maps</b> Maps indicating current voting district boundaries and numbers.	Permanent.
<b>LG8.4.8</b>	<b>Voting District Street Books</b> Alphabetical lists of streets (and house numbers where street encompasses more than one district) giving senatorial, representative, and ward numbers.	Retain as long as voting district lines remain the same, plus one year.
<b>LG8.4.9</b>	<b>Census Card Index</b> Alphabetical street index detailing registered voters within each voting district.	Retain as long as voting district lines remain the same plus one year.
<b>LG8.4.10</b>	<b>Naturalization Papers and Index</b> Proof of citizenship papers or index indicating name, address, country and date of birth and naturalization. May include Department of Labor and Commerce jackets of naturalization papers, certificates of naturalization, state and U.S. circuit court naturalization papers.	Permanent.
<b>LG8.4.11</b>	<b>Oath of Office</b> Record of sworn oaths by members of Board of Canvassers.	Retain six (6) years.
<b>LG8.4.12</b>	<b>Poll Workers Lists</b> Lists submitted by state party committee chairmen of persons to work at polling places as wardens, moderators, clerks, supervisors, checkers, and poll watchers.	Retain until updated superseded, or of no administrative value.

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Record Series No.	Record Series Title and Description	Retention
<b>LG8.4.13</b>	<b>Election Officers Certificates</b> Certificates of qualification and instruction of election officials. May include affidavits verifying same and application for attendance at school of instruction for election officials.	Retain one (1) year.
<b>LG8.4.14</b>	<b>Jury Lists</b> Lists sent to the Municipal Clerk or Board of Canvassers by the Jury Commissioner. Used for removals from the voter registration lists (RIGL § 9-9-1.).	Retain five (5) years.
<b>LG8.4.15</b>	<b>Felon Lists</b> Lists sent to the Municipal Clerk or Board of Canvassers by the Office of the Secretary of State as forwarded by the clerks of the respective courts pursuant to RIGL § 8-15-8. Used for removals from the voter registration lists (RIGL § 17-6-1.).	Retain three (3) years.